

LOUDWATER COMBINED SCHOOL

E-safety Policy

Mission statement

Loudwater School is a place of learning where everyone is valued, achievements are celebrated and differences respected.

This policy is to clarify for all at Loudwater Combined School :

- a safe approach to using the Internet, mobile phones and other communications technology
- expectations of staff, children and parents with regards to the Internet

Who writes and reviews this policy?

- Loudwater School's e-Safety Coordinator is the ICT Coordinator as the roles overlap.
- Our e-Safety Policy has been written by the ICT Coordinator, building on the Bucks CC e-Safety Policy and government guidance. It has been agreed by the senior leadership team and approved by governors and staff.
- The e-Safety Policy and its implementation will be reviewed annually.

Why is the Internet important?

- Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is now a part of everyday life for education, business and social interaction.
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management function.
- The Internet allows children to access resources that they would not otherwise be able to use, such as places of interest around the world, art work and images.

How can Internet use enhance learning?

- The school's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Monitoring and filtering of inappropriate content is undertaken by our IT provider, Turn it on.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How is safety ensured at Loudwater School?

Pupils are taught to evaluate Internet content by:

- Learning to be critically aware of the materials they read and learn how to validate information before accepting its accuracy.

- Learning to acknowledge the source of information used and to respect copyright laws when using Internet materials in their own work.

Through training:

- All staff have training every three years on safeguarding, which includes e-safety
- Children have two distinct e-safety learning units each year, which includes issues such as social-networking, viruses, cyber-bullying and these plans are taught as part of the Computing and PSHE curriculum..

By providing a safe place to learn and communicate:

- The Virtual Learning Environment is a safe space on the Internet as only pupils and staff belonging to Loudwater School are able to access it with individual passwords. The VLE is monitored by the ICT coordinator and SLT.
- All staff, pupils and governors (who can access the VLE) have to sign an acceptable user policy (AUP) which outlines how the VLE should be used. Removal from the VLE can be a consequence in cases of misuse.
- Internet access at school is filtered through Surf Protect (Exa Networks) that ensures children cannot access any web material that is inappropriate or unsuitable, and is tailored to ensure maximum safety within our control.
- If staff or pupils come across any unsuitable content, they must report it to the ICT coordinator or technician as soon as possible so that access can be denied.
- All school computers and laptops, on both servers, are protected by virus software which is regularly updated.
- Children do not use any portable media devices, unless given special permission and once their device has been checked for any viruses.
- All children and adults have personal usernames and passwords.
- Ad blocking software and Google Safe Search is installed on all laptops through Google Chrome to minimise risk.

Through clear expectations for staff conduct:

- Staff are advised on their own personal use of social networking sites and given guidelines on what is acceptable and unacceptable behaviour as a member of the school staff.
- It is inappropriate for staff to communicate with pupils using any technology other than the school VLE. Staff members are strongly advised not to communicate with parents on social networking sites. (See Code of Conduct for Staff for further details).
- Members of staff are required to sign an ICT agreement every year.
- Staff members are expected to check any Internet content, prior to showing children.

How is Internet access managed?

E-mail

- Pupils and staff may only use school-approved loudwater.bucks.sch.uk domain accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- Staff to pupil communication must only take place from within the learning platform and will be monitored.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the school website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Children's work and photos are published only with parent's permission.

Social networking and personal publishing on the school learning platform

- The school purchases Surf Protect as part of our Broadband Package which gives us the flexibility to have different levels of security i.e. You Tube is not accessible by children but is accessible by staff to use as a teaching resource. (Staff members are expected to check any Internet content, prior to showing children.)
- Social networking sites i.e. Facebook are blocked under all profiles.
- Pupils are advised never to give out personal details of any kind which may identify them or their location.
- Children are taught to understand that they must not place personal photos on any social networking site, including the VLE, and to be aware of backgrounds and identifying features of photos ie. School uniform, their front door, street signs etc
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications.
- In class, children are encouraged to discuss any problems they encounter using ICT at home, including on social networking sites and games with online communities so that they can be advised on how to keep safe including only to invite known friends and deny access to others.
- Children are introduced to the concept of 'cyber-bullying' and taught how to avoid being a victim or perpetrator of cyber-bullying.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Films and videos made with children in them will be stored securely
- The use of Videoconferencing will be analysed for its educational purpose. If deemed appropriate, the following will be adhered to:
 - External IP addresses should not be made available to other sites.
 - Videoconferencing contact information should not be put on the school Website.
 - The equipment must be secure and if necessary locked away when not in use.
 - School videoconferencing equipment should not be taken off school premises without permission. Use over the non-educational network cannot be monitored or controlled.
 - When recording a videoconference lesson, permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference.
 - Recorded material shall be stored securely.
 - If third-party materials are to be included, check that recording is acceptable to avoid infringing the third party intellectual property rights.

- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Establish dialogue with other conference participants before taking part in a videoconference. If it is a non-school site it is important to check that they are delivering material that is age and content-appropriate.

Mobile Phone Use

- Children should not have mobile phones in school. Where they need to, the mobile phone must be handed in at the school office at the beginning of the day and collected at the end of the day. Smart phones are not allowed in school – the type of mobile phones which may be brought into school and handed in the school office area those which can make calls and send texts only.
- Children are not allowed to take mobile phones on school visits
- Mobile phones should be kept on any person with a group of children outside the building or on any visits, trips or walks around the local area.
- The Office Manager should be notified of any changes to mobile telephone numbers.
- Mobile phone numbers should be included on risk assessments and 'out of school' forms and given to the office before leaving the premises.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils and/or parents is required.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Personal data sent over the Internet is encrypted or otherwise secured.
- Access to personal data on the school admin system is limited.

Assessing risks

- Loudwater School will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access. Ad blocking software and Google Safe Search is installed on all laptops through Google Chrome to minimise risk.
- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police to establish procedures for handling potentially illegal issues.

How is the e-safety policy communicated?

Communicating the e-safety policy to pupils

- E-safety rules are posted on the VLE, website, ICT suite and in every classroom.

- Pupils are regularly reminded that network and Internet use is monitored.

Communicating the e-safety policy to Staff

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Communicating the e-safety policy to Parents and Community members

- All members of the community that use computers or equipment at school will be made aware of this policy and expectations for use.

Enlisting parents' support

- Parents' and carers attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school web site.
- Parents will be invited to a parent's workshop on Internet Use and Safety at regular intervals.
- Parents and carers will from time to time be provided with additional information on e-safety as necessary.

October 2018
Annual review



LOUDWATER COMBINED SCHOOL

TEACHERS' INTERNET CODE OF PRACTICE

- Teachers should be familiar with the school's Network, Internet, e-mail and web-site creation policies and the pupils' Code of Practice for Internet Use.
- Teachers should closely monitor and scrutinise what their pupils are accessing on the internet including checking the history of pages.
- Computer monitor screens should be readily visible for the teacher, so they can monitor what the pupils are accessing.
- Pupils should have clear guidelines for the content of e-mail messages, sending and receiving procedures.
- Use of the Internet should be supervised by a teacher.
- Pupils should be taught skills and techniques to enable efficient and effective use of the Internet.
- Pupils should have a clearly defined focus for using the Internet and e-mail.
- If offensive materials are found the monitor should be switched off, any printed materials or disks should be confiscated and offensive URLs should be given to the ICT Co-ordinator who will report it to the Internet Service Provider (ISL).
- Virus protection has been provided by the school as viruses can be down-loaded accidentally from the Internet. Pupils bringing work from home, on memory devices, could also infect the computer – some viruses will format your hard disc! Consequently, pupils must ask permission before using a memory stick in school.
- The recommended ISP will check sites visited by schools.
- Pupils will not use open forums such as newsgroups, chat rooms or social networking websites..
- Disciplinary action may be taken if the Internet is used inappropriately e.g. for accessing pornographic, racist or offensive material for personal financial gain, gambling, political purposes or advertising.
- Software must not be downloaded from the Internet (including screen savers, games, video clips, audio clips, *.exe files).

I have read the Code of Practice for pupils and teachers and I am familiar with the school's policy on the use of the Internet, e-mail, the creations of websites and network security.

I agree to abide by these policies and the Teacher's Code of Practice.

Name

Signed Date



Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- **When I log on to a computer I will only use my own user name to access the network.**
- **I will not log on to anyone else's files, email or any other account.**
- **If I bring in files from home on a memory stick I will ask my teacher before using it**
- **I will only use the internet with permission from my teacher.**
- **I will ask for permission before opening an e-mail.**
- **I will only e-mail or message people as directed by my teacher.**
- **I will only use my school email or E-Schools account to email or message in school.**
- **The messages I send will be polite and sensible.**
- **I will ask my teacher before opening emails or attachments from someone I do not know.**
- **When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.**
- **I will not use Internet chat rooms or social networking websites.**
- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I will not give out my mobile number, home number or address to anyone online.**
- **I will never agree to meet a stranger.**
- **I know that the school may check my computer files and e-mails and monitor the Internet sites I visit and will delete inappropriate materials.**
- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

These rules will be discussed by every class that uses the internet at the start of each school year and will also be displayed clearly beside each computer in the IT suite.



Loudwater Combined School
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Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Loudwater Combined School is providing access to the Internet during supervised lessons. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached "Rules for Responsible Internet Use", and sign and return the consent form so that your child may use Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we take positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Should you wish to discuss any aspect of Internet use, or to see a lesson in operation, please telephone me to arrange an appointment.

Yours sincerely

Clare Cunningham
Headteacher

Loudwater Combined School Responsible Internet Use Please complete, sign and return to the school secretary	
<i>Pupil:</i>	<i>Class:</i>
Pupil's Agreement I have read and discussed the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<i>Signed:</i>	<i>Date:</i>
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.	
<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that names will not be used.

Signed:**Date:**